

**Administration of the Maryland Energy Assistance Program (MEAP)
and The Electronic Universal Service Program (EUSP)
FIA/OHEP-21-007-S**

QUESTIONS AND RESPONSES #1

Selection of eMMA resources for Potential Offerors:

eMMA Homepage:

<https://emma.maryland.gov/page.aspx/en/usr/login?ReturnUrl=%2fpage.aspx%2fen%2fbuy%2fhomepage>

eMMA New Vendor registration:

https://emma.maryland.gov/page.aspx/en/sup/registration_extranet_manage

eMMA Vendor Quick Reference Guides (QRGs):

<https://procurement.maryland.gov/emma-qrgs/>

eMMA QRG for submitting a Proposal:

<https://procurement.maryland.gov/wp-content/uploads/sites/12/2021/01/5-eMMA-QRG-Responding-to-Solicitations-Double-EnvelopeRFP.pdf>

eMMA QRG for responding to an Amended Solicitation (for both RFPs and IFBs):

<https://procurement.maryland.gov/wp-content/uploads/sites/12/2021/01/4-eMMA-QRG-Responding-to-SolicitationsIFB.pdf>

Please note that it is recommended that the QRGs be viewed in Adobe Acrobat.

eMMA Helpdesk email address:

emma.helpdesk@maryland.gov

eMMA Vendor Videos on MD General Services YouTube page:

https://www.youtube.com/playlist?list=PLPm-AAgyvij1yxplNhHPo1XBVuU_M5KQM

Question 1: Are the Proposals from the previous RFP that were awarded contracts available to the public?

Response: The Board of Public Works Agendas which include the previous OHEP solicitations are publicly accessible and provide some information:
<https://bpw.maryland.gov/MeetingDocs/2015-Mar-4-Agenda.pdf>
<https://bpw.maryland.gov/MeetingDocs/2015-Mar-18-Agenda.pdf>

Further information will require a Public Information Act request. To submit a PIA, go to the Department of Human Services website:

<https://dhs.maryland.gov/>

Click on Business Center and select PIA Request. Click Submit a Request. You need to create an account or log into your existing account. You must be precise about what information you are requesting.

Question 2: In Section 7, Table 1: RFP Attachments and Appendices, on pages 68 through 71 of the RFP, some of the Appendices seem to apply but have “n/a” in the column labelled “When to Submit.” Are we to include those documents with our Proposal?

Response: If the “When to Submit” column states “n/a,” those documents should not be submitted with your Proposal.